

**ARIZONA DEPARTMENT OF EDUCATION**

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STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 99-037**

**TO:** Superintendents, business Managers, Attendance Personnel  
**FROM:** Lyle Friesen Director of School Finance  
**DATE:** January 20, 1999  
**SUBJECT:** Final 40th Day Average Daily Membership Reports

Enclosed are **Final** 40th Day Average Daily Membership (ADM) Reports for your district/school. Please **CHECK** your reports to ensure that the data received and processed by the Arizona Department of Education as of the 15th of January is correct. This information impacts Sudden Growth Funding.

If you need to make **changes/additions/deletions** to this current data, you must submit that information **immediately**, as we are beginning to process 100th day ADM Reports which are based on data submitted by the districts for the 41st through 100th days in session.

**PLEASE REVIEW THESE REPORTS AS SOON AS YOU RECEIVE THEM** and feel free to call Patty Fernandez at (602) 542-8246 if you have any questions or concerns. The following page lists a synopsis of the reports that are enclosed.

January 20, 1999

**ADMS40-01 CURRENT/PRIOR RESIDENCE ADM AND ADA**

This report reflects Kindergarten (**KDG**) at full count NOT 1/2

Shows Average Daily Membership and Average Daily Attendance.

Shows absence percentage for each grade and district.

Compares current year to prior year ADM and percentage of change.

Report is used for the Absence Approval Request which determines district absence rate.

**ADMS40-02 RESIDENT AVERAGE DAY MEMBERSHIP RECAP**

This report reflects **summary** data from **Day 1** through **Day 40**.

Shows Kindergarten (**KDG**) at **1/2 count**.

Shows Adjusted ADM based on absence rate.

**ADMS45-1 MEMBERSHIP AND ABSENCE REPORT**

This report reflects **detailed** data **by** district and school of

**ATTENDANCE and shows district of residence.**

Shows data by grade level, cluster, and ID number.

Shows Membership Days, Absence Days and Absence Rate.

Shows reported ADM and ADA and Privately Paid and over 21 membership.

**ADMS45-2 DAILY MEMBERSHIP ATTENDING SUMMARY**

This report reflects students attending your district, **NOT** resident students tuitioned to schools out of your district.

Shows Preschool (**PS**) and Kindergarten (**KDG**) at **1/2**.

Shows current and prior year Attending ADM.

**ADMS46-1 RECALCULATED STATE AID ADM COUNTS**

This report reflects ADM for 40th Day. May show adjusted ADM depending on absence rate.

Shows Kindergarten (**KDG**) **AT 1/2**.

Shows K-3 Group B Add-on Counts.

Used by district administrators as preliminary planning for Sudden Growth and Budgets. Data from 100th day reports will be used for final preparation.

